Minority Affairs

MIDDLEBURY COLLEGE
INTEROFFICE MEMO

TO: Dean John Spencer January 27, 1977

cc: Mr. Carroll Rikert, Jr.
Mr. Henry P. Clook
Mr. George W. Whitney, Jr.
Dean Arnold McKinney

SUBJECT: Coltrane Lounge

FROM: Mr. James D. Ross

After our meeting this morning, I met with Hank and George. We are willing to try using students for the stripping operation.

In reference to Hank's budget memo of January 18, 1977, we will change as follows:

1.	Substitute vinyl flooring for parquet flooring Reduce	$ 750.
2.	Eliminate incandescent fixtures Reduce	250.
3.	Use Warner flourescents Reduce	330.
4.	Install drapes on four lounge windows (not on six classroom windows) Reduce	1,200.
5.	Labor for vinyl flooring versus parquet Reduce	80.
6.	Using voluntary labor for stripping Reduce	600.
	Total Reductions	$3,210.

Hank's budget had totaled $12,842, so with the above reduction we are down to $9,632.

Shall we proceed?

James D. Ross
JDR

James D. Ross
Business Manager

JDR:bd
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